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From: Han, Linda (DPH)
Sent: Tuesday, December 21, 2010 12:04 PM
To: Stiles, Tracy (DPH)
Subject: RE: PM for microscopes

Cant find it, sorry! lh

From: Stiles, Tracy (DPH)
Sent: Tuesday, December 21, 2010 11:11 AM
To: Han, Linda (DPH)
Subject: FW: PM for microscopes

Hi Linda.

Is there any chance that you have an email from Peggy last December that has an attachment with the list of microscopes on contract in the building? It would have come December 2 at 3:13 pm. (I have the email but not the attachment, and I have a list of scopes but not what room they are in.) I am sure Dina has it but I don't want to bother her today. She needs to shop!

Thanks!
Tracy

Tracy Stiles
Quality Assurance Manager
617-983-6619
tracy.stiles@state.ma.us
Website: www.mass.gov/dph
Blog: <http://publichealth.blog.state.ma.us>

"This email and attachment is intended only for authorized individuals and contains confidential information. If you have received this message in error and are not the intended recipient, please notify the sender by telephone or by separate email. Please do not press reply, and immediately destroy all paper and, it is prohibited to forward this email. After receipt and response, the email should be securely filed in an appropriate folder or archived."

From: DiNatale, Margaret (DPH)
Sent: Tuesday, December 15, 2009 8:39 AM
To: Stiles, Tracy (DPH)
Cc: Han, Linda (DPH); Caloggero, Dina (DPH)
Subject: RE: PM for microscopes

Thanks,
Who is responsible for room 458 on the 4th floor? Will you forward this email request to that person for me?

Thanks,
Peggy

From: Stiles, Tracy (DPH)
Sent: Tuesday, December 15, 2009 7:00 AM
To: DiNatale, Margaret (DPH)
Cc: Han, Linda (DPH); Caloggero, Dina (DPH)
Subject: RE: PM for microscopes

Hi Peggy—I took off Bob and added myself. Joe is listed for room 458. That is not one of mine so I didn't change it. See attached.

Tracy

Tracy Stiles

Supervisor, Foodborne Disease Surveillance Laboratories

617-983-6619

tracy.stiles@state.ma.us

Website: www.mass.gov/dph

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From: DiNatale, Margaret (DPH)

Sent: Monday, December 14, 2009 11:55 AM

To: Stiles, Tracy (DPH)

Cc: Han, Linda (DPH); Caloggero, Dina (DPH); DiNatale, Margaret (DPH)

Subject: FW: PM for microscopes

Hi

Below is a copy of the original email regarding the microscopes. Would you please review the list again and please update the contact name for each scope? The list still has Joe and Bob listed as contacts.

I already corrected the serial number for the scope in room 415 and it won't appear as corrected on this original list.

Thanks,

Peggy DiNatale

From: DiNatale, Margaret (DPH)

Sent: Wednesday, December 02, 2009 3:13 PM

To: Han, Linda (DPH); Caloggero, Dina (DPH); Szymczak, Elizabeth (DPH); Smole, Sandra (DPH); Nassif, Julianne (DPH); Belanger, Peter (DPH); Stiles, Tracy (DPH); Elvin, Paul (DPH); Kazianis, Arthur (DPH); Holland, James (DPH); Gauthier, Cheryl (DPH); Konomi, Raimond (DPH); Chen, Karen (DPH); Wang, Xingtai (DPH); Stinson, Cynthia (DPH); Osborne, Matthew (DPH); Hennigan, Scott (DPH); Salemi, Charles (DPH)

Cc: DiNatale, Margaret (DPH)

Subject: PM for microscopes

Hello,

Caley and Whitmore will be on site on Dec. 8 and Dec. 9 to perform preventive maintenance on the microscopes. There are a few items that need to be in place before these dates and I need your help. Please read below.

1. The schedule is outlined below. If you foresee any problems with this schedule, please let me know and changes can be made.

Tues., Dec. 8	morning:	rooms 404; 712 and Drug lab
Tues., Dec. 8	afternoon:	continue in Drug lab; rooms 761; 757
Wed., Dec. 9	morning:	rooms 406; 415; 711; 714; 710
Wed., Dec. 9	afternoon:	rooms 705; 458; 460

2. Staff from the secured labs, please make arrangements for badges to be processed on Dec. 8 at 9 am. Please let me know the location so that I can bring the Caley and Whitmore reps to the room. As far as I am able to tell, we will need one visitor badge for room 404 and one visitor badge for room 712.

3. Please review the attached inventory list for your area. If changes need to be made, please let me know by 12 noon on Mon., Dec. 7. This will allow me time to adjust the inventory list for the Caley and Whitmore representatives. The attached lists are grouped by laboratory section and this should help you to identify the microscopes in your area.

If you have any questions, please contact me at ext. 6243 or contact Dina.

Thanks,
Peggy DiNatale